



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT ON DISABILITY SERVICES

DDS TRANSMITTAL #19-2

TO: Department on Disabilities Services, Developmental Disabilities
Administration Providers

FROM: Erin Leveton, Deputy Director
Quality Assurance & Performance Management Administration

DATE: March 8, 2019

RE: Release of Revised Training Procedure, 2019-DDA-PROC-01

Today the Department on Disability Services (DDS) releases a Revised Training Procedure for providers in the Developmental Disabilities Administration (DDA), 2018-DDA-PROC-01, effective immediately. In response to providers' requests and questions, this revised procedure clarifies several issues, including when providers may fulfill training requirements using on-line courses and more. Highlights of the revisions include:

In Phase I

- Phase I training may be offered live by an approved provider trainer, as described below; through the University of the District of Columbia; or may be taken through a DDS-approved on-line course.
- Live Phase I training may only be offered by an approved trainer who uses the DDS curriculum and meets specified criteria.
- Web-based Phase I training must meet the minimum requirements of the DDS online Phase I curriculum provided on the DDS Training Institute webpage at <https://dds.dc.gov/page/dds-training-institute>.
- Phase I training is intended to be portable if people change jobs within the DDA service delivery system.
- 80% passing score is necessary for competency verification.

In Phase II

- Phase II must be offered with a live trainer, but technology may be used.
- Training requirements before working with a new person plus a limited training exception in case of emergency are spelled out.
- Proof of proficiency and records providers are required to keep are specified.

In Phase III

- Approved trainers are defined.
- How to receive approval of online courses from the DDS Human Capital Administrator is specified. Trainings using unapproved online courses are not permitted.



- Training requirements are clarified, specifically as related to Occupational Safety and Health Administration (OSHA) hazardous chemicals, emergency preparedness, and DDS' Adaptive Equipment Maintenance Protocol.
- Timing of Phase II training requirements are made clear. The gist: staff must have this training within each twelve month period, but do not have to repeat the same training within a twelve month period. Providers may not switch back and forth between date of hire and calendar year to avoid staff taking training within the past twelve months.

In Phase IV

- Phase IV training involves ten hours of professional training for everyone.
- Approved trainers are defined. Trainings using unapproved online courses are not permitted.
- How to receive approval of online courses from the DDS Human Capital Administrator is specified.
- Phase IV training is specific – providers may not use trainings from other phases to satisfy Phase IV requirements.

Other Training Requirements

- Training requirements for owner-operators, executive staff and program managers in Home and Community-Based Services Waiver for Individuals with Intellectual and Developmental Disabilities (HCBS/IDD) waiver are clarified, including the proficiency level required.

On behalf of DDS, I thank the Home and Community-Based Settings Advisory Group, which gave us extensive feedback on this training procedure and helped us revise it.